

Minutes of the Finance Committee

Wednesday, January 21, 2009

Chair Haukohl called the meeting to order at 8:31 a.m.

Present: Supervisors Pat Haukohl (Chair), Bill Zaborowski, Jim Heinrich, Pamela Meyer, and Jean Tortomasi. Steve Wimmer arrived at 8:32 a.m. and Rob Hutton arrived at 8:40 a.m.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Ann Olson, Emergency Preparedness Director Rich Tuma, Senior Financial Analyst Lyndsay Johnson, County Board Supervisor Tom Schellinger, Employment Services Manager Sue Zastrow, Public Works Director Rich Bolte, Engineering Services Manager Gary Evans, Business Manager Betsy Crosswaite, Highway Operations Manager Peter Chladil, Budget Specialist Linda Witkowski, Budget Manager Keith Swartz, Solid Waste Supervisor Karen Fiedler, Parks & Land Use Director Dale Shaver, Senior Financial Analyst Bill Duckwitz, Office Services Coordinator Karen Cooper, Business Manager Tom Koth, Deputy Inspector Eric Severson, Clerk of Courts Kathy Madden, Business Manager Bob Snow, Risk/Purchasing Manager Laura Stauffer, and Parks System Manager Duane Grimm. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of 12-10-08

MOTION: Tortomasi moved, second by Meyer to approve the minutes of December 10. Motion carried 5-0.

Wimmer arrived at 8:32 a.m.

Schedule Next Meeting Dates

Haukohl noted the next Finance Committee meetings are scheduled for February 4 and 18. She hopes the committee will be able to meet at the ADRC for one of those meetings. Haukohl and Tortomasi discussed meeting jointly with the Judiciary Committee with WCTC staff on security in the coming months. At Haukohl's request, the April 8 meeting was rescheduled to April 1.

Fund Transfer 08-241200-03: Emergency Preparedness – Transfer Funds from Personnel Costs and Fixed Assets to Operating Expenses and Interdepartmental Charges

Tuma and Johnson were present to discuss this issue which involves transferring \$12,109, the majority of which will be used to align expenditures with how they were spent. Johnson said Emergency Management purchased a truck this past year with grant funds. Fleet did some work on the truck and they are asking to move funds to interdepartmental charges to address this expense. They are also requesting that travel and mileage reimbursement funds relative to the CAD system be carried over. Currently, the funds are in the correct appropriation unit but not in the correct account.

Hutton arrived at 8:40 a.m.

MOTION: Heinrich moved, second by Tortomasi to approve Fund Transfer 08-241200-03, Emergency Preparedness. Motion carried 7-0.

Contract Procurement Process for Temporary Clerical Help

Zastrow advised the contract was awarded to Nissen & Associates and TempsPlus Staffing, the two highest rated proposers, for a total contract cost of \$100,078.16 for a three-year period. This contract is to be utilized on an as-needed basis. The actual dollars are in the each department's budget. A total of five vendors submitted RFB for consideration.

MOTION: Tortomasi moved, second by Wimmer to approve the contract procurement process for temporary clerical help. Motion carried 7-0.

Ordinance 163-O-077: Repeal And Recreate Waukesha County Code Of Ordinances To Set Fees For Right Of Way Permits

Bolte and Evans were present to discuss this issue. Bolte said this ordinance comes forward every other year and these fees were last increased in 2006. For informational purposes, Olson distributed data on past fee increases for utility permits and driveway permits. The increases being proposed have been identified to cover increasing direct labor costs for Department staff that review, issue, and provide administrative assistance associated with the permit process.

Heinrich asked if we survey other counties when determining fee increases. Bolte said no, they do not and this has not been their practice. He added that nobody seems to complain about the fees.

After a lengthy discussion, a consensus of the committee agreed to change line 15 on the County Board floor to read "...shall be increased to the following:" as opposed to the current verbiage of "...shall be increased as follows:"

Mader advised of an ordinance going before the Executive and Public Works committee to increase these fees via the budget process versus current ordinance form. Haukohl asked if anyone was opposed to that idea whereby nobody voiced any major objections. Haukohl and others had concerns, however, that it becomes less transparent in the budget and that committees will need to be diligent when reviewing proposed budgets for these increases.

MOTION: Tortomasi moved, second by Zaborowski to approve Ordinance 163-O-077. Motion carried 7-0.

Ordinance 163-O-076: Modify The Transportation Fund 2008 Budget For Additional State And County Highway Maintenance

Bolte, Crosswaite, and Chladil were present to discuss this issue which involves appropriating \$890,000 for State and County highway maintenance operations costs within the County. This is mainly due to weather conditions creating higher than usual (above average) snow removal occurrences and related costs in the last quarter of 2008. State revenue reimbursements are estimated to total \$355,000 and the remaining \$535,000 of estimated funding will be transferred from the County's 2008 Contingency Fund. Haukohl said if state revenues come in higher than anticipated, they will go into the Contingency Fund whereby Bolte concurred.

MOTION: Wimmer moved, second by Meyer to approve Ordinance 163-O-076. Motion carried 7-0.

Ordinance 163-O-073: Approve Orchard Ridge/Orchard Ridge South Landfill Vertical And Horizontal Expansion Agreements

Fiedler explained the negotiating process and provisions that resulted in the last process. This ordinance approves the agreements negotiated by the County and affected municipalities to expand the capacity of the Orchard Ridge and Orchard Ridge South solid waste disposal facilities. Fiedler advised that Perry Lindquist of the Parks & Land Use Department and Mark Mader of the County Board Office had been appointed to be part of the two local committees which helped form this agreement.

The total landfill is currently 150 acres. This expansion adds vertically 40 feet to the south, 80 feet to the north, and horizontally, 10 acres to the south. This will add about two years to the life expectancy of this facility. Fiedler noted that this facility is the largest and receives the most solid waste in the state.

Under the agreement, the County would continue to receive 5% of the tonnage fee currently in force for the current facility, which in 2008 was \$3.38 per ton. The County will also continue to receive \$40,000 annually for a residential electronics recycling program. The 2009 proposed budget includes a total of \$510,000 in landfill fees coming from three facilities.

MOTION: Hutton moved, second by Heinrich to approve Ordinance 163-O-073. Motion carried 7-0.

Fund Transfer 08-120000-02: UW-Extension – Transfer Funds from Operating Expenses to Personnel Expenses

Duckwitz and Cooper were present to discuss this issue. Duckwitz said this transfer of \$6,000 of Quad County Food Insecurity project grant funds, from operating to personnel, is needed to hire approximately 0.22 FTE of temporary extra help totaling 460 hours. This person will carry out recommendations outlined in the draft Food Insecurity Report including helping research grants to expand garden and nutrition classes, develop educational materials, etc. The purpose of this project is to assess school based food security through a survey conducted in cooperation with the Waukesha School district; analyze data; produce a final report, develop action steps, and present findings and recommendations.

Duckwitz indicated that some of the funds will also be used to help with the Farmer's Market Garden Gleaning project which includes collecting and distributing produce to food pantries or meal sites.

MOTION: Heinrich moved, second by Tortomasi to approve Fund Transfer 08-120000-02, UW-Extension. Motion carried 7-0.

Fund Transfer 08-203190-04: Sheriff's Department – Transfer Funds from Operating Expenses to Personnel Costs

Severson and Koth were present to discuss this fund transfer which involves transferring \$51,600 because of greater than budgeted health insurance costs due to new employee coverage decisions resulting in a \$146,900 shortfall in that account. Vacancy and turnover savings partially offset these expenses, however, a fund transfer of \$46,000 is necessary to address this issue.

The department is requesting a \$5,600 transfer to fixed assets to partially restore funds to purchase two digital squad cameras. In the approved 2008 carryover ordinance the department requested to carryover \$15,000 to purchase two digital cameras. A portion of those funds were carried over to address an overtime issue that never materialized. Therefore, they are requesting to restore this funding to allow the department to carry it over to 2009 for the purchase of the two cameras.

The department is projecting under spending in several accounts including commercial vehicle repair (\$21,000), travel costs (\$25,000), and inmate food service costs (\$5,600).

MOTION: Tortomasi moved, second by Wimmer to approve Fund Transfer 08-203190-04, Sheriff's Department. Motion carried 7-0.

Fund Transfer 08-212120-02: Clerk of Courts – Transfer Funds from Interdepartmental Charges and Personnel Costs to Operating Expenses

Madden and Snow were present to discuss this fund transfer which involves transferring \$85,900 for additional operating authority. Snow said he had brought these issues to the committee's attention in November. These budget drivers, particularly in Criminal/Traffic, are causing problems and can be attributed to case growth, the services within the case, and the length of the legal proceedings. Funds are needed in the areas of court appointed counsel, guardian ad litem and advocate counsel costs in juvenile court cases, and psychological and psychiatric examination services provided in criminal court cases. Expenditures for each of these items exceeded the modified budget appropriations due to increases in cases requiring appointed legal services and/or competency assessments in both juvenile and adult case proceedings.

Funds are available due to under spending in the following areas: salary and benefits, court bailiff security, prisoner transport, and collections services.

MOTION: Heinrich moved, second by Hutton to approve Fund Transfer 08-212120-02, Clerk of Courts. Motion carried 7-0.

Review and Revise Future Agenda Items List

The committee reviewed and revised their future agenda items list.

Annual Report on Disposal of Fixed Assets

Stauffer discussed her 2008 annual disposal report which listed a year-end credit balance of \$5,019.

Ordinance 163-O-074: Hartmann Property Acquisition

Grimm discussed this ordinance as outlined and he showed a map of the area adjacent to Monches Park. The ordinance authorizes the purchase of approximately four acres of land in the Town of Merton to be funded with \$260,000 of Tarmann Fund dollars. This property implements the Waukesha County Parks & Open Space Plan and it is consistent with the recommended Land Use Plan for Waukesha County. It also protects the primary environmental corridor. Additional expenses associated with this land purchase are estimated at \$6,115 for appraisal costs, recording fees, etc.

To answer Haukohl's question, Grimm said the additional expenses will also to be paid as operating expenses within the Tarmann funds.

Grimm advised that the department has received a letter from the State DNR indicating the County may be eligible to receive stewardship grant reimbursement in the future for approximately half of the land purchase price to partially offset the cost of this land acquisition.

MOTION: Heinrich moved, second by Meyer to approve Ordinance 163-O-074. Motion carried 7-0.

MOTION: Heinrich moved, second by Meyer to adjourn at 11:21 a.m. Motion carried 7-0.

Respectfully submitted,

Approved on:_____

Pamela Meyer
Secretary